

Montana Local Technical Assistance Program

Work Plan and Budget

July 1, 2008 – June 30, 2009

Prepared by

STEVEN V. JENKINS

of the

LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the

STATE OF MONTANA

DEPARTMENT OF TRANSPORTATION

RESEARCH PROGRAM

in cooperation with the

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

May, 2008

| | |
|---|---|
| Introduction | 1 |
| Task A – Compile and Maintain a Mailing List..... | 2 |
| Task B – Publish a Quarterly Newsletter | 2 |
| Task C – Provide Technology Transfer Materials..... | 2 |
| Task D – Provide Information and On-Site Technical Assistance | 4 |
| Task E – Conduct or Arrange Seminars/Training Sessions | 5 |
| Task F – Evaluation | 6 |
| Table A: Breakdown of Costs by Task..... | 7 |
| Table B: Breakdown of Budget by Source..... | 8 |

Introduction

The Montana Local Technical Assistance Program (LTAP) began operations in January 1983 as the Rural Technical Assistance Program. Funding support for the program is provided by the Federal Highway Administration (FHWA), the Montana State Legislature (gas taxes from counties and cities), Montana State University (MSU), and the Montana Department of Transportation (MDT).

This work plan and budget provides the basis for Federal, State and University funding from July 1, 2008 through June 30, 2009. Expenditures reflect an estimate of last year's expenses and projected goals for the program during the 2008-2009 state fiscal year. As the work progresses, it may be necessary to move monies among the tasks and expense categories; however, the total amount will be adhered to. Salaries stated are estimates. The University reserves the right to provide cost of living increases based on provisions from the Montana Legislature. The following work tasks describe activities that are proposed during this time frame.

Task A – Compile and Maintain a Mailing List

The mailing list is adjusted as people change positions or new people become interested in training. It is updated in a number of ways including; (1) call-in requests, (2) address change forms included in the LTAP newsletters, and (3) requests received at workshops/conferences. This year LTAP will make an effort to assure that the newsletter reaches those who could benefit from the training. As positions in local governments change, old names should be deleted and new names added. A close look at out-of-state mailings should help reduce costs. Email List serves have been compiled for city and county officials. This is an inexpensive, flexible way to inform others of short notice events. Email also allows for timely interaction among all users. Table 1 shows the amount of money budgeted for this task (direct costs).

Table 1: Mailing List Proposed Budget

| Cost Categories | Annual Budget |
|----------------------------|-------------------|
| Salaries | \$1,5 00.00 |
| Benefits @ 30% | 500.00 |
| Supplies/Communications | 100.00 |
| Total Direct Costs: | \$2,100.00 |

Task B – Publish a Quarterly Newsletter

The LTAP Quarterly Newsletter will continue in the same format as in the past and will include:

- (1) A lead article that demonstrates local expertise in a specific area;
- (2) Articles of interest to local agencies, past or upcoming conference articles such as new regulations that affect local government operations;
- (3) Announcements of training sessions, conferences, etc. in which local agencies might have an interest;
- (4) New videotapes and publications available from the LTAP lending library; and
- (5) The annual calendar of training.

It is LTAP's goal to increase the number of original articles published in the newsletter. As such, articles will be solicited from a variety of sources including MDT, MSU, FHWA and local government personnel. Michele Beck, the Graphic Designer, is directly responsible for the newsletter articles and workshop announcements. Newsletters have been very timely this past year and punctuality of the newsletter will continue in 2008 and 2009. The newsletter is also available through the LTAP website. Table 2 shows the amount of money budgeted for this task (direct costs).

Table 2: Newsletter Proposed Budget

| Cost Categories | Annual Budget |
|----------------------------|--------------------|
| Salaries | \$8,500.00 |
| Benefits @ 30% | 2,500.00 |
| Printing | 6,000.00 |
| Supplies/Postage | 1,000.00 |
| Total Direct Costs: | \$18,000.00 |

Task C – Provide Technology Transfer Materials

The library contains over 550 videotapes, 900 publications, 130 sets of software, 20 DVD's and continues to grow. The library and its contents are excellent sources of technology transfer material. LTAP will continue to increase the number of videotapes, publications and software available. Table 3 shows the amount of money budgeted for this task (direct costs). New DVD's will be purchased or obtained from other sources to keep the library current with Montana's needs. We will also be changing many videos to the DVD format to keep pace with current technology and for durability.

Table 3: Technology Transfer Materials Proposed Budget

| Cost Categories | Annual Budget |
|---|--------------------|
| Salaries | \$7,000.00 |
| Benefits @ 30% | 2,000.00 |
| Supplies/Communications | 1,000.00 |
| Purchase Pool (videotapes/publications/etc.) | 1,000.00 |
| Total Direct Costs: | \$11,000.00 |

Task D – Provide Information and On-Site Technical Assistance

In addition to technical assistance provided by the LTAP Director, the program will continue to contract with individuals who can offer expertise in a variety of subject areas and on-site technical assistance. At this time LTAP has identified two individuals who will be assisting us in 2008-09, Joe Miller and Bart Kraus.

LTAP will continue to use the toll free “800” line. It has proven to be a productive and useful tool for our clients. Our website includes upcoming training opportunities and links to library lists, past and present newsletters, and other transportation sites. Table 4 shows the amount of money budgeted for this task (direct costs).

Table 4: Technical Assistance Proposed Budget

| Cost Categories | Annual Budget |
|----------------------------|--------------------|
| Salaries | \$23,000.00 |
| Benefits @ 30% | 7,000.00 |
| Professional Services | 2,000.00 |
| Travel | 1,500.00 |
| Supplies/Communications | 1,400.00 |
| Minor Equipment | 1,000.00 |
| Total Direct Costs: | \$35,900.00 |

As mentioned in Task A, LTAP will continue to update and develop list serves to enhance communication and share timely, pertinent information with other entities. Currently we are using a listserv for the advisory board. Over 50 of the MACRS officers and county members are on an e-mail listserv. LTAP also created a PDF of the MACRS 2008 program. This PDF was sent to all MACRS members who now have availability to access e-mails from the program of 180 county participants and 102 vendors. LTAP will continue to develop the listserv for public works directors and city officials. This will allow members to discuss new ideas for training or solutions to problems. To set this system up, each member has to provide their email address. In 2008, local governments in Montana will be asked to subscribe to a similar listserv so that LTAP can be the source through which users can request information and can correspond with each other about problems and solutions.

We need to also update our software programs to meet our expectations.

Task E – Conduct or Arrange Seminars/Training Sessions

LTAP will continue to publish a training calendar in the quarterly newsletter as well as specific course brochures. The following courses are proposed or scheduled for July 2008 through June 2009.

- Community and Personal Preparedness
- Dump Truck Safety
- County Road Standards
- Work Zone Traffic Control Technician and Supervision
- League of Cities and Towns Public Works Directors Meeting
- Annual Safety Congress
- MUTCD – Training of New Manual – APWA - Cities
- Summer and Winter Survival
- Loader Operations
- Forklift Operations
- Winter Maintenance
- Gravel Roads Maintenance and Design Manual
- Equipment Training and Snow Rodeo
- Flagging - State-wide
- Leadership/Crew Supervision/New Commissioners and elected officials (MACRS District Meetings and APWA Meetings)
- PASER – Road Management
- Road Law –By Petition or by Resolution
- Work Force Development
- Rural Safety Reviews

Workshop handouts will be provided so that attendees can return and inform others not able to attend. Video sets, manuals, and CD presentations of some workshops will be made available for instructors to use.

For meetings, conferences and training sessions, the following summarizes allowable costs under this contract.

- (1) Facilities rental and necessary equipment
- (2) Supplies
- (3) Meals and coffee breaks (i.e., when meals are an integral part of a conference or meeting)

It will be necessary for us to purchase a new printer and computer hardware to update the equipment we have in our office. Table 5 shows the amount of money budgeted for this task (direct costs).

Table 5: Seminars/Training Sessions Proposed Budget

| Cost Categories | Annual Budget |
|----------------------------|---------------------|
| Salaries | \$115,000.00 |
| Benefits @ 33% | 34,383.37 |
| Professional Services | 2,900.00 |
| Travel | 10,758.26 |
| Supplies*/Communications | 3,827.51 |
| Minor Equipment | 3,000.00 |
| Total Direct Costs: | \$169,869.14 |

*Supplies include conference service costs related to workshop/seminars.

Task F – Evaluation

Within this task, workshop evaluations will be summarized. A copy of the evaluation(s) will be on file and available upon request. In addition, a Quarterly Report will be submitted within thirty (30) days of the end of the quarter. The Quarterly Report will summarize work progress within each task and will be submitted to Sue Sillick, MDT, Bob Burkhart, FHWA, Brett Gunnink, Civil Engineering, MSU, and the LTAP Advisory Board. The annual work plan and budget will also be submitted to the LTAP Advisory Board.

An Advisory Committee meeting will be held a minimum of one time during the contract period. This allows input directly into the annual work plan. The purpose of the meeting will be to evaluate past activities and to review future plans to meet the needs of LTAP clients.

An annual, or final report, will be submitted to MDT, FHWA, and the LTAP Advisory Board at the end of the contract period. This report will document overall accomplishments and activities of the program over the contract period. Table 6 shows the amount of money budgeted for this task (direct costs).

Table 6: Evaluation Proposed Budget

| Cost Categories | Annual Budget |
|----------------------------|-------------------|
| Salaries | \$3,800.00 |
| Benefits @ 30% | 1,200.00 |
| Travel | 500.00 |
| Supplies/Communications | 500.00 |
| Total Direct Costs: | \$6,000.00 |

Table A: Breakdown of Costs by Task

| TASK | SALARY/ BENEFITS | PROF. SERVICES | TRAVEL | SUPPLIES/ COMMUN. | MINOR EQUIPMENT | SUBTOTAL | INDIRECT COSTS | TOTAL |
|--------------------|-----------------------------|---------------------------|---------------|------------------------------|----------------------------|-----------------|---------------------------|--------------|
| Mailing List | 2,000.00 | - | - | 100.00 | - | 2,100.00 | 684.22 | 2,784.22 |
| Newsletter | 11,000.00 | 6,000.00 | - | 1,000.00 | - | 18,000.00 | 5,864.70 | 23,864.70 |
| Library | 9,000.00 | - | - | 1,000.00 | 1,000.00 | 11,000.00 | 3,583.99 | 14,583.99 |
| Tech. Assistance | 30,000.00 | 2,000.00 | 1,500.00 | 1,400.00 | 1,000.00 | 35,900.00 | 11,696.83 | 47,596.83 |
| Training | 149,383.37 | 2,900.00 | 10,758.26 | 3,827.51 | 3,000.00 | 169,869.14 | 55,346.23 | 225,215.37 |
| Evaluation | 5,000.00 | - | 500.00 | 500.00 | - | 6,000.00 | 1,954.90 | 7,954.90 |
| Special Projects | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 206,383.37 | 10,900.00 | 12,758.26 | 7,827.51 | 5,000.00 | 242,869.14 | 79,130.86 | 322,000.00 |

Table B: Breakdown of Budget by Source

| | FEDERAL HIGHWAY ADMINISTRATION | GAS TAX REVENUE Sec. 15-70- 101 (1(b.)) MCA | MSU EES | MDT SPR | TOTALS |
|---|-----------------------------------|---|-----------------|------------------|-------------------|
| Salaries | | | | | |
| Steven V. Jenkins, Director | 75,330.30 | | 2,000.00 | 13,366.70 | 90,697.00 |
| Genevieve Albert, Accounting Tech/Conference Coordinator | | 31,946.00 | | | 32,024.70 |
| Michele Beck, Graphics/Librarian | | 32,012.00 | | | 32,090.84 |
| Student Labor (2) | | | | 7,200.00 | 7,200.00 |
| Benefits | 22,530.74 | 18,547.82 | | 3,449.81 | 44,528.37 |
| Subtotal: Salaries/Benefits | 97,861.04 | 82,505.82 | 2,000.00 | 24,016.51 | 206,383.37 |
| Professional Services | | | | | |
| Bart Kraus (Workshop/Technical Assistance) | | | | 4,900.00 | 4,900.00 |
| Joe Miller (Workshop/Technical Assistance) | | | | 3,000.00 | 3,000.00 |
| Misc. (speakers, APWA, printing, etc.) | | - | | 3,000.00 | 3,000.00 |
| Travel | | | | 12,758.26 | 12,758.26 |
| Supplies/Communications | | 827.51 | | 7,000.00 | 7,827.51 |
| Minor Equipment | | - | | 5,000.00 | 5,000.00 |
| Subtotal: Direct Costs | - | 827.51 | - | 35,658.26 | 36,485.77 |
| TOTAL (Salaries/Benefits, Direct Costs) | 97,861.04 | 83,333.33 | 2,000.00 | 59,674.77 | 242,869.14 |
| Indirect Costs (43.06% FHWA, 20% Gas Tax, 34.06% MDT SPR) | 42,138.96 | 16,666.67 | | 20,325.23 | 79,130.86 |
| GRAND TOTAL | 140,000.00 | 100,000.00 | 2,000.00 | 80,000.00 | 322,000.00 |